

# TECHNICAL EXHIBIT 8

## DESTRUCTIVE WEATHER PLAN



DEPARTMENT OF THE NAVY

U.S. NAVABASE  
PSC 1005, BOX 25  
FPO AE 09593-1000

IN REPLY REFER TO:

COMNAVBASEGTMOINST 3440.4D CH-1  
N3

AUG 112005

COMMANDER, U.S. NAVAL BASE GUANTANAMO BAY, INSTRUCTION 3440.4D  
CHANGE TRANSMITTAL 1

Subj: DESTRUCTIVE WEATHER PLAN

Encl: (1) Major Crisis Response and Disaster Preparedness Plan

1. Purpose. To issue Change One to the basic instruction.
2. Action. Make the following pen, ink and page changes:

a. Insert Paragraph 4.k. to read: The Fleet and Family Support Center (FFSC) Director, Site Manager or designee will prepare to establish the Family Assistance Center (FAC) as described in the FFSC Major Crisis Response and Disaster Preparedness Plan (enclosure 13) upon direction of Commanding Officer.

b. Add enclosure (1) of this change transmittal as enclosure (13) to the basic instruction.

A handwritten signature in cursive script, reading "L. S. Cotton", is positioned above the printed name.

L. S. COTTON



DEPARTMENT OF THE NAVY

U.S. NAVAL BASE  
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NAVBASEGTMOINST 3440.4D  
N3

JUN 2003

NAVBASE GTMO INSTRUCTION 3440.4D

Subj: DESTRUCTIVE WEATHER PLAN

Ref: (a) OPNAVINST 3140.24E  
(b) CNRSEINST 3140.1E  
(c) COMNAVAIRLANTINST 3141.1L  
(d) COMLANTFLT MESSAGE 132118Z MAR 2003  
(e) Consequence Management (CM) Planning Guide

Encl: (1) Weather Watches/Warnings and Conditions of Readiness  
(2) Thunderstorm/Tornado Preparedness Instructions  
(3) Gale/Storm Preparedness Instructions  
(4) Hurricane Preparedness Instructions  
(5) Aircraft Destructive Weather Evacuation  
(6) COMNAVAIRLANT A/C Evacuation Plan  
(7) Emergency Shelters/Shelter Wardens  
(8) Relocation Memorandum  
(9) Hurricane Basket Guideline  
(10) Pet Shelters Guideline  
(11) USNB GTMO Notification Roster  
(12) Shelter Warden Checklist

1. Purpose. To establish procedures and measures to be followed to reduce or mitigate the effects of destructive weather impacting U.S. Naval Base Guantanamo Bay (NAVBASE GTMO).

2. Cancellation. COMNAVBASEGTMOINST 3440.4C

3. Discussion

a. Reference (a) contains information pertaining to hazardous or destructive weather. Reference (b) contains reporting procedures for NAVBASE GTMO. Reference (c) provides additional guidance applicable to aircraft evacuation procedures in destructive weather conditions. Reference (d) contains newly implemented Conditions of Readiness (COR) and definitions. Reference (e) provides and explains how to identify Mission Essential Functions (MEF) and Continuity of Operations (COOP).

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b. COMNAVBASE GTMO will order Tropical Storm/Hurricane Conditions of Readiness (COR) as defined by COMLANTFLT reference (d) and COMNAVREGSE reference (b) for all commands and activities upon recommendation of Meteorology Oceanography Detachment (NAVLANTMETOCDET) Guantanamo Bay. NAVBASE tenant commands upon recommendation of NAVLANTMETOCDET, will order COR for weather other than tropical storms and hurricanes.

c. Destructive weather poses a significant threat to personnel, ships, aircraft, installations and other resources. Adequate and timely weather warnings, coupled with prompt and effective action, will minimize loss of life and property damage from destructive weather. This instruction and the enclosures herein direct general action in the event of destructive weather. Tenant commands and Naval Station Departments shall develop and execute detailed destructive weather plans to ensure safety of personnel, facilities and equipment.

d. Per reference (e), each command and activity shall begin their plans by identifying:

(1) The Mission Essential Functions (MEF). SECNAVINST 3501.1 defines Mission Essential as any asset or function that is determined to be vital to the operational readiness or mission effectiveness of deployed and contingency forces in term of both content and timeliness. MEFs are those specific functions necessary to sustain the minimum operations processes that generate the critical asset's contribution to a given Operational Plan.

(2) The contingency of Operations Plan (COOP). This element focuses on maintaining the operation of the MEFs in support of critical assets without interruption or degradation of service. The COOP Plan also focuses on protecting the unit personnel and critical assets while controlling the efforts of the response, recovery and reconstitution teams. Specific things to be evaluated include:

(a) Vulnerabilities

(b) Assets (to be protected and also those you can call on to re-establish)

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(c) Support (what is your role and who can support you)

(d) Critical Infrastructures

(e) Communications who do you need to talk to and how.

(f) Residents & Equipment - who are they and what are their plans?

(g) People & Equipment - need to protect them for future use.

(h) Immediate hazards flood, wind, debris.

#### 4. Action

a. NAVBASE Operations Officer (OPS) is principal coordinator for destructive weather operations and shall:

(1) Keep COMNAVBASE informed of destructive weather and operational status to include: status of personnel evacuation to hurricane shelters, disaster control readiness, and any deviation from this instruction.

(2) Designate in writing the Hurricane Shelter Coordinator (HSC) and Hurricane Shelter Wardens no later than 30 April annually.

(3) Relay orders, reports and weather warnings from COMNAVBASE to all commands and activities.

(4) Conduct at least one hurricane exercise prior to 31 May each year (normally the COMLANTFLT hurrex).

(5) Designate a member in writing to staff the Emergency Operations Center (EOC) for operations department.

(6) Ensure adequate supply of MRE's, water and Cots are available for the personnel assigned to EOC when manned.

b. NAVBASE Public Works Officer (PWO) shall:

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(1) Designate in writing a Shelter Maintenance Coordinator (SMC). The (SMC) will be a Public Works Department employee who will work with the HSC to determine maintenance needs for hurricane shelters and will ensure that all work requests submitted by the HSC are completed in a timely manner. Provide OPS with a copy of the designation letter.

(2) Designate in writing, a Disaster Recovery Coordinator (DRC) who will be a PWD employee. The Disaster Recovery Coordinator will plan and organize overall recovery efforts.

(3) Designate in writing the facilities, and maximum capacity for each, to be used as hurricane shelters for NAVBASE Guantanamo Bay and all tenant commands. Forward this list to the Operations Officer by 01 March each year.

(4) Designate in writing PWD staff member to staff the EOC during Tropical Cyclone/Hurricane conditions. Provide copy to OPS.

c. Base Supply Officer shall:

(1) Designate in writing a Shelter Supply Coordinator (SSC). The Shelter Supply Coordinator will be a Supply Department employee who will ensure that all supply requests submitted by HSC are completed in a timely manner.

d. Hurricane Shelter Coordinator (HSC) will:

(1) Compile a list of designated shelter wardens and conduct training with the shelter wardens on proper conduct of the shelter warden duties prior to 01 June annually.

(2) Maintain and update a standard shelter supply and material condition checklist.

(3) Coordinate shelter inspections prior to 01 June.

e. Naval Hospital shall:

(1) Move home care patients to shelter when condition dictates.

(2) Designate in writing hospital staff member in writing to staff the EOC during Tropical Cyclone/Hurricane conditions. Provide copy to OPS.

f. Public Affairs Officer (PAO) shall prepare and publish a semi-annual (March and September) edition of the base newspaper dedicated to hurricane preparedness.

g. Naval Media Center Broadcasting Detachment Officer-in Charge shall:

(1) Develop appropriate radio and TV programming, including announcements and bulletins for broadcast during an actual hurricane, during hurricane exercises, and periodically during hurricane season.

(2) Coordinate with PAO, OPS, Command Training Officer, and NAVMETOC OIC as appropriate, and as required, to ensure information being broadcast is in the correct format prior to being broadcast.

(3) Develop appropriate radio and Television programming to inform the residents of proper actions, to be taken in response to COR change, to include base siren system.

h. Housing Department shall:

(1) Distribute and collect copies of the Relocation Memorandum enclosure (8) to all residents living in Non-Hurricane resistant Housing 01 MAY 03.

(2) Compile and keep a current list of all residents and their assigned hurricane shelter (or elected alternative) and provide the Base Operations Officer with a copy.

i. All Base residents, including contractors shall ensure that:

(1) They become knowledgeable of the location of their assigned hurricane shelter.

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(2) Shall notify Operations, using enclosure (8), of any plan to shelter themselves or their families somewhere other than their assigned shelter. Notification shall be made prior to the start of Hurricane season and immediately upon arrival to the island if after 01 June 03.

j. The Security Officer shall:

(1) Maintain a current copy of the Security SOP for destructive weather and shall provide a copy to the Operations Officer for inclusion in this document.

(2) Designate in writing Security staff members to staff the EOC during Tropical Cyclone/Hurricane conditions. Provide copy to OPS.

L.J. McCOY

Distribution: (NAVBASEGTMOINST 5216.3A)  
(Lists I, II and III)

CONDITION	NON SEASON	5	4	3	2	1
TROPICAL CYCLONE	1 Dec thru 31 May	Winds of 50 kts. or greater expected within 96 hrs.	Winds of 50 kts. or greater expected within 72 hrs.	Winds of 50 kts. or greater expected within 48 hrs.	Winds of 50 kts. or greater expected within 24 hrs.	Winds of 50 kts. or greater expected within 12 hrs.
	NOTE: Due to proximity to Tropical generation areas (<96hrs), COR 5 will be set for the duration of the season throughout NRSE (JUN-NOV) per ref (d).					
TROPICAL WIND		Wind of 50 kts. or less				
STORM FORCE WINDS (SEE NOTE)				Winds of 49 kts or greater within 48 hrs.	Winds of 49 kts or greater within 24 hrs.	Winds of 49 kts. or greater within 12 hrs.
GALE FORCE WINDS (SEE NOTE)				Winds of 34-47 kts or greater within 48 hours	Winds of 34-47 kts or greater within 24 hours	Winds of 34-47 kts or greater within 12 hours
THUNDER STORMS					WATCH Conditions are favorable for thunderstorms to develop or move into the local area (within 10 nm) within the next six hours, or are already present within 30 nm of the station.	WARNING Thunderstorms have developed or are expected to move into the local area (within 10 nm) within one hour. Destructive gusts of up to 50 kts. are expected.
TORNADO		WATCH: Weather conditions necessary for tornado development are forecast. Remain Alert. WARNING: A tornado has been sighted over the Naval Base complex. Take cover immediately.				
SEVERE T-STORM		WARNING: Thunderstorms have developed or are expected to move into the local area (within 10 nm) within one hour. Destructive wind gusts greater than 50 kts. are expected.				
SMALL CRAFT WARNING		Criteria: (One of the following conditions is forecasted to occur or is observed over the bay area). 1. Sustained Wind speed of at least 18 kts., but less than 34 kts. 2. Wind gusts of 25 kts. or greater. 3. Combined wind and swell waves of at least 5 ft.				
FLASH FLOOD		WATCH: Heavy rains are forecast which may result in flash flooding. Prepare for emergency action. WARNING: Flash flooding imminent. Take emergency action.				

Note: Storm/Gale Force winds due to other than Tropical Cyclones. These conditions will not be set when a Tropical Storm/Hurricane threatens the base.



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### THUNDERSTORM/TORNADO PREPAREDNESS INSTRUCTIONS

1. Thunderstorm Condition II. Inspect areas for loose debris and remove items, which could become missile hazards.

2. Thunderstorm Condition I. Winds up to 50 knots.

a. NAVLANTMETOCDET

(1) NAVLANTMETOCDET will execute notification per enclosure (11).

b. Airfield

(1) Aircraft fueling will be suspended.

(2) Only COMNAVBASE or the Air Operations Department Officer may approve fueling operations during Thunderstorm Condition One.

(3) In the event the airfield will sustain destructive winds, hangar as many aircraft as space and time permits.

c. Weapons

(1) Weapons operations will be suspended when a thunderstorm is within 10 miles of the ordnance operation or when conditions are such that ordnance operations cannot be conducted in a safe manner.

(2) Only COMNAVBASE may approve ordnance operations when Thunderstorm Condition I is set.

d. Port Control

(1) Port Control will notify MWR and independent boat owners underway of the Thunderstorm condition set via channel 73.

e. Boat owners

(1) Boat owners will inspect moorings, ensuring all lines are doubled and well secured.

(2) Return to berth as soon as possible if underway.

f. Port Services

(1) Secure passenger ferry operations once Thunderstorm Condition I is set.

g. Base Residents. The actual danger of lightning is very small, except under certain circumstances of outdoor exposure. The following are guidelines for the protection of base residents and are advisory in nature:

(1) Remain inside the building where it is dry and avoid metal objects. Avoid taking showers or contacting water pipes and faucets, and avoid using telephones during thunderstorms.

(2) If there is a choice of shelter, choose the following shelters in this order:

(a) Large, metal frame buildings, dwellings or other complexes which are protected against lightning.

(b) The interior of a truck, cab, or large car;

(c) Large unprotected buildings.

(d) Small unprotected buildings

(e) If remaining outdoors is unavoidable, keep away from small sheds or shelters, isolated trees, wire fences, hilltops, wide-open spaces, boats and water. Shelter outdoors can be best provided by a depression in the ground, a deep valley, dense woods or a grove of trees.

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3. Severe Thunderstorm/Tornado Watch. Destructive wind gusts greater than 50kts expected to move into local area within 10nm within one hour. Conditions are conducive for tornadic activity and/or severe thunderstorms within and close to the watch area. Remain alert.

a. Remain alert and take precautions that will permit establishment of appropriate readiness on short notice.

b. Secure loose gear/equipment.

c. Secure/hangar aircraft as appropriate.

4. Severe Thunderstorm/Tornado Warning. Destructive wind gusts greater than 50kts expected to move into local area within 10nm within one hour. A severe thunderstorm or tornado has been confirmed by observation or indicated by weather radar. Thunderstorms have developed or are expected to move into the local area.

a. Persons close to the storm should take cover immediately. Those further away should take cover if threatening conditions approach.

b. NAVBASE Operations sound the Naval Base (wail) Siren for three minutes.

GALE/STORM/TROPICAL WIND PREPAREDNESS INSTRUCTIONS

1. Gale/Storm/Tropical Wind Condition III

a. Commanding Officers, Officers in Charge, Department Heads and special assistants will ensure all personnel review this instruction.

b. Ops Department shall prepare to secure all operations.

c. Fuel all military vehicles and maintain fuel levels greater than half full.

2. Gale/Storm/Tropical Wind Condition II

a. If set after normal working hours, on a holiday or a weekend, personnel required for emergency operations will be notified via media channels to report to assigned duty stations. Those personnel not recalled will monitor media channels for additional instructions and information.

b. Personnel assigned family quarters shall:

(1) Inspect yards and secure items or move them indoors to prevent them from becoming missile hazards.

(2) Roll up and tie off, or otherwise secure, exterior canvas screens, porch shades or other hanging devices.

(3) Remove and stow outside TV antennas.

(4) Ensure door and window latches are secured.

(5) Move furnishings away from windows and doors. Stow small items in closets or lockers.

(6) Gather emergency lights (i.e., flashlights, hurricane lamps, and candles) in case of power failure.

(7) Tape all non-reflective windows.

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#### 3. Gale/Storm/Tropical Wind Condition I

a. Military vehicles not required for destructive weather preparations will be fueled and positioned such that possible damage will be minimal and accessibility will be possible for recovery efforts.

b. Secure all buildings for high winds and waters.

c. Secure/hangar aircraft as required.

HURRICANE PREPAREDNESS INSTRUCTIONS  
TROPICAL CYCLONE PREPAREDNESS

1. Definitions.

a. Tropical Cyclone. A non-frontal, low pressure, synoptic scale system that develops over tropical waters and has an organized circulation. Classification depends on the sustained wind speed near the center of the system.

(1) Tropical Depression: Sustained wind speed less than 34 kts.

(2) Tropical Storm: Sustained wild speed of 34-63 kts.

(3) Hurricane: Sustained wind speed of 64 kts. or greater.

2. Upon ordering each condition of readiness:

a. Base OPS will

(1) Notify tenant commands and departments of condition ordered and inform community via Base Siren System and Naval Media Center Broadcasting Detachment of the ordered condition.

(2) Notify CNRSE via NAVLANTMETOCFAC Jacksonville Hurricane Duty Officer at: Comm 904-542-2535 DSN 942-2535 email: hdo@nlmof.navy.mil of ordered condition

b. All Commands and activities shall:

(1) Ensure all assigned personnel review this instruction. Departments/tenants ensure own instruction complies and make reports and exceptions as soon as possible.

3. Non-Hurricane Condition V. Ordered 1 December to 31 May annually. Normal non-seasonal routine.

a. Commands and activities will:

(1) Review and update destructive weather plans.

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(2) Submit Disaster Preparedness Team Plan to NAVSTA Disaster Preparedness Officer (OPS) no later than 01 May annually.

(3) Promulgate watch bills and duty assignments in accordance with this instruction. Provide a copy to Base Ops.

(b) Base residents will prepare hurricane baskets to include emergency supplies and enough food for their family for four meals, which require no cooking.

4. **Tropical Wind Advisory:** A Tropical Wind Advisory is issued when winds generated by a tropical cyclone is forecast or observed to be 34-49 kts.

5. **Tropical Cyclone Condition 5.** Hurricane Season 01 June - 30 November annually

a. Department and tenant commands will attain COR 5 within 12 hours and notify Base Ops of attainment and exceptions at 4601, 4637 (EOC), 4235 or email at EOC@usnbgtmo.navy.mil. Base Ops will notify CNRSE via NAVLANTMETOCFAC Jacksonville Hurricane Duty Officer at: Comm.: 904 542-2535, DSN: 942 2535, email: hdo@nlmof.navy.mil of COR attainment.

b. All commands and activities will

(1) Promulgate watch bills and duty assignments in the event Condition I is set. Provide a copy to Base Ops.

(2) Designate an Information System Security Officer (ISSO) in writing to ISD.

(3) Ensure all vehicles are filled and maintain levels greater than one-half full.

c. Supply Officer will

(1) Ensure appropriate amount of supplies (e.g. cots) are available to support the anticipated numbers occupying designated shelters.

d. Individuals are to familiarize themselves with their Hurricane Shelters and check their Hurricane Baskets.

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e. Execute Tenant Command/Department Recall Roster announcing Condition of Readiness 5. Ensure all actions required for Condition 5 have been taken.

6. Tropical Cyclone Condition IV. Destructive winds possible within 72 hours.

a. Department and tenant commands will attain COR 4 within 12 hours of COR being ordered and report to Base Ops at 4601, 4637 (EOC), 4235 or email at [EOC@usnbgmtmo.navy.mil](mailto:EOC@usnbgmtmo.navy.mil). Base Ops will notify CNRSE via NAVLANTMETOCFAC Jacksonville Hurricane Duty Officer at Comm.:904-542-2535, DSN: 942-2535, email: [hdo@nlmof.navy.mil](mailto:hdo@nlmof.navy.mil) of COR attainment.

b. Execute Tenant Command/Department Recall Roster announcing Condition of Readiness IV. c. Continue general operations.

d. Commands and departments report to Base Ops (ext 4601 or 4637 (EOC) or 4235) or by email to [EOC@usnbgmtmo.navy.mil](mailto:EOC@usnbgmtmo.navy.mil) the names of individuals that are absent, on leave, TAD, etc.

e. HSC will direct Shelter Wardens to inspect their assigned shelters for material condition, utilities and supplies and report all discrepancies to the HSC.

f. NAVMEDIA BSCT DET shall air Hurricane Preparedness TV programs at least once every two hours.

g. Shelter Supply Coordinator (SSC) Working with the HSC, ensure requests for shelter supplies receive the highest priority.

h. NAVSTA Housing Office will submit updated master relocation list to Base Ops.

i. Hurricane Shelter Wardens will call personnel assigned to shelters and advise that tropical cyclone condition IV has been set.

i. Base Ops will test the Satellite Phone.

j. Base Ops will review the Flight Plan and the Shipping schedules.



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7. Tropical Storm/Hurricane Condition III. Destructive winds possible within 48 hours.

a. Department and tenant commands will attain COR 3 within 12 hours of COR being ordered and report to Base Ops at 4601, 4637 (EOC), 4235 or email at EOC@usnbgtmo.navy.mil Base Ops will notify CNRSE via NAVLANTMETOCFAC Jacksonville Hurricane Duty Officer at: Comm.: 904-542-2535, DSN: 942-2535, email: hdo@nlmof.navy.mil of attainment.

b. Execute Tenant Command/Department Call Notification Roster announcing Condition of Readiness III.

c. Cease routine activities that may interfere with security operations.

d. Air Operations Department Officer will prepare to secure or evacuate aircraft and forward the appropriate reports.

e. Fill vehicles and trucks to capacity and take to appropriate storage areas.

f. Test all sources of emergency utilities.

g. Secure small craft operations

h. Base residents will prepare to secure to their quarters and check food and emergency supplies (e.g. flashlights, battery-operated radios, etc.)

i. All pregnant personnel in their last trimester and parents with infants less than six weeks old will contact their provider for the instructions.

j. A medical representative will evaluate the status of all individuals that receive in-home care.

k. All command CDOs and departmental CPOs will tour the base looking for missile hazards and report it to the appropriate departments.

l. Security will secure all beach access.

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m. Final chance to obtain items at Paper Clips. Store closes at COR 2.

8. Tropical Storm/Hurricane Condition II. Destructive winds anticipated within 24 hours.

a. Department and tenant commands will attain COR 2 within 6 hours and report to Base Ops at 4601, 4637 (EOC), 4235 or email at EOC@usnbgmto.navy.mil. Base Ops will report to CNRSE via NAVLANTMETOCFAC Jacksonville Hurricane Duty Officer at: Comm.: 904-542-2535, DSN: 942-2535, email: hdo@nlmof.navy.mil of COR attainment.

b. Execute Tenant Command/Department recall Roster announcing Condition of Readiness II.

c. Fuel and position military vehicles in protected areas to minimize damage and permit ready access for recovery operations. Class "C" vehicles will be returned to PWD Transportation.

d. Monitor FM 103.1 on a 24-hour basis.

e. Cancel all liberty and on-base leave.

f. If requested, PWD will provide transportation to the Northeast Gate for all Cuban commuters.

g. Man Disaster Preparedness Command Posts.

h. All Shelter Wardens report to the HSC in Buckeley Hall for duty and receive handheld radios for emergency communications.

i. Shelter Wardens will position portable water tanks filled to capacity in their respective shelters.

j. Fill all water containers to capacity.

k. Wrap all ADP equipment in plastic to include magnetic media to prevent water damage.

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1. W.T. Sampson Schools close and return students to their quarters by normal bus routes.

9. Tropical Cyclone Condition 1. Destructive winds expected within 12 hours.

a. Department and all tenant commands will attain COR I attain six hours and report to Base Ops at 4601, 4637 (EOC), 4235 or email at EOC@usnb tmo.navy.mil. Base Ops will report to CNRSE via NAVLANTMETOCFAC Jacksonville Hurricane Duty Officer at: Comm.: 904-542-2535, DSN: 942-2535, email: hdo@nlmof.navy.mil of COR attainment.

b. Execute Tenant Command/Department Recall Roster announcing Condition of Readiness I.

c. Cease routine activities and non-essential utility usage. Secure operations as soon as possible.

d. Activate all Command Posts and communications circuits.

e. Base Operations sound the Naval Base (alternate wail) siren for three minutes.

f. All Commands and Activities will:

(1) Cease all non-essential telephone usage.

(2) Dispatch recovery teams to assigned areas.

(3) Direct personnel who live in Hibiscus Hollow to report to their assigned hurricane shelters when siren is sounded.

(4) All other personnel will report to their assigned shelters or quarters when winds are forecasted above 82 knots or as directed by COMNAVBASE Personnel are to remain inside until the "All Clear" (steady) signal is given.

(5) Hurricane Shelter Wardens will muster personnel assigned to their shelters and submit muster reports to HSC.

(6) Ensure all classified material is properly stowed and out of flood areas.

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(7) Galleys and fuel stations close.

(8) Personnel in shelters shall follow the directions of the shelter wardens until the all clear is given.

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### AIRCRAFT DESTRUCTIVE WEATHER/HURRICANE EVACUATION

1. Most instances of destructive weather for COMNAVAIRLANT aircraft are associated with tropical storms/cyclones. Associated wind forces and storm surge may vary from 34 knots to greater than 135 knots and one foot to greater than 18 feet, respectively. As a result, COMNAVAIRLANT delegates the authority to COMNAVBASE Guantanamo Bay to either evacuate or hangar aircraft.

2. Annually, prior to 15 April, the following are to be completed IAW reference (c).

a. An ECO is appointed and COMNAVAIRLANT ECO (N34A) is contacted, notified of the appointment, and a primary refuge base is assigned.

b. The Evacuation Control Officer (ECO) has established preliminary liaison with the primary refuge base assigned by COMNAVAIRLANT (N34A). Visits to assigned refuge bases are authorized to resolve support equipment, ground personnel, berthing, messing, supply, transportation, and aircraft security issues.

c. The ECO has submitted a COMNAVAIRLANT Aircraft Destructive Weather Evacuation Plan, enclosure (6), to COMNAVAIRLANT Operations (N34A).

d. Liaison with the local METOC activity, METOC Detachment NAVBASE GTMO to ensure aircraft shelter preparation for and/or evacuation from destructive weather occurs at the appropriate time.

e. Liaison with local Air Traffic Control (ATC) personnel is accomplished to ensure expeditious clearance for evacuation.

### 3. Action

a. When destructive weather is forecast at the location of NAVBASE GTMO aircraft within 96 hours, the ECO shall begin planning the aircraft sheltering process. Close coordination with METOC personnel shall be established.

b. When destructive weather is forecast at the location of NAVBASE GTMO aircraft within 72 hours, the ECO shall ensure the aircraft evacuation status reporting process is initiated.

c. When destructive weather is forecast at the location of NAVBASE GTMO aircraft within 48 hours, the ECO shall initiate all processes necessary to ensure all aircraft are in a hangar or evacuated (except aircraft which cannot be sheltered) within 36 hours. This includes, but is not limited to, preparing hangars, flight plan preparations, aircraft pre-flight, pre-positioning of liaison officers to refuge bases, aircrew rest considerations, and evacuation of instrument restricted aircraft and ensuring coordination with air station ATC personnel.

d. When destructive weather is forecast at the location of NAVBASE GTMO aircraft within 24 hours, the ECO shall, if not already initiated, begin aircraft evacuation.

e. When destructive weather is forecast at the location of NAVBASE GTMO aircraft within 12 hours, all aircraft shall be in a hangar or evacuated. With COMNAVAIRLANT approval, completion of aircraft hangar procedures may be delayed; and aircraft evacuation may continue beyond 12 hours prior to the onset of destructive weather.

#### 4. Evacuation Reporting Procedures.

a. Aircraft Destructive Weather Plan (ADWP). All plans shall be submitted to COMNAVAIRLANT Operations (N34A) or Staff Duty Officer after hours using enclosure (6). If the forecast indicates an ADWP may be due after working hours, the ECO may report them early prior to close of business. A facsimile, followed by a telephone call confirming receipt, is the preferred method of transmitting ADWPs. If unable, an Op Immediate message and telephone call is an acceptable substitute. The following reports are due when destructive weather is forecast at the location of COMNAVAIRLANT aircraft within the time indicated in the title of the report. The Final ADWP may be substituted whenever preparations are complete. Once submitted, no further ADWPs are required.

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5. COMNAVAIRLANT Evacuation Control Officer (ECO) is N34A.  
Telephone: 757-444-7662, DSN 564-7662, Fax 757-445-9515, DSN 565-9515.  
After working hours: 757-444-2928, DSN 564-2928.  
Fax 757-445-1231, DSN 565-1231.

a. 72 hour ADWP

(1) Quantity of aircraft, by type, to be in a hangar.

(2) Quantity of aircraft, by type and refuge base, to be evacuated.

(3) Quantity of aircraft, by type, unable to be sheltered and the reason they cannot be sheltered.

b. 48 hour ADWP

(1) An update to the information in paragraph 3.a.(1)

(2) Which sheltering provisions have been completed.

c. 24 hour ADWP

(1) An update to the information in paragraph 3.a.(1)

(2) Which sheltering provisions have been completed.

d. 12-hour ADWP. The 12-hour ADWPs may be extended to six hours prior to the onset of destructive weather with COMNAVAIRLANT approval.

(1) An update to the information in paragraph 3.a.(1).

(2) Which sheltering provisions have been completed.

(3) A Point of Contact (POC) for each refuge base.

e. Final ADWP

(1) Quantity of aircraft, by type, in a hangar.

(2) Quantity of aircraft, by type and refuge base, evacuated.

(3) Quantity of aircraft, by type, unable to be sheltered and the reason they are not sheltered.

(4) A POC for each refuge base as applicable.

6. Secure from Aircraft Evacuation.

a. Following passage of destructive weather and/or destructive weather predictions, the ECO shall notify COMNAVAIRLANT Operations (N34A) of the following information:

(1) The time aircraft evacuation preparations and procedures were canceled.

(2) Estimated time all evacuated aircraft will return to home base.

b. The ECO shall notify COMNAVAIRLANT Operations (N34A) as soon as all aircraft have returned to home base.



# TECHNICAL EXHIBIT 8 DESTRUCTIVE WEATHER PLAN

COMNAVBASEGTMOINST 3440.4D

## AIRCRAFT DESTRUCTIVE WEATHER EVACUATION PLAN

COMMAND:

DATE:

TYPE A/C	A/C RANGE	QUANTITY OF A/C TO BE EVACUATED REFUGE BASE	QUANTITY OF A/C NOT EVACUATED TO REMAIN IN A HANGAR	QUANTITY OF A/C NOT EVACUATED NOT IN A HANGAR

REFUGE BASE COORDINATOR:

EVACUATION CONTROL OFFICER:  
(RANK/NAME, TELEPHONE/FAX)

REMARKS:

# TECHNICAL EXHIBIT 8

## DESTRUCTIVE WEATHER PLAN

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NAVBASEGTMOINST 3440.4D

16 JUN

### EMERGENCY SHELTERS

1. General. Shelter space is provided for all base residents residing in non-hurricane resistant quarters. Personnel residing in non-hurricane resistant housing are encouraged to seek shelter with personnel residing in hurricane resistant quarters. All personnel utilizing this option must inform the NAVSTA Housing Officer in writing no later than 30 April each year. The written notification must specify which non-hurricane resistant housing you live in and which hurricane-resistant housing will be jointly occupied. The resident of that unit must sign the notification.

2. Non-Hurricane Resistant Quarters. The following is a list of non-hurricane resistant housing. All other housing areas are considered hurricane resistant.

- (a) Paola Point
- (b) Radio Point
- (c) Deer Point
- (d) Marine Site
- (e) Marina Point
- (f) Hibiscus Hollow
- (g) Camp America/Bulkeley
- (h) Evans Point
- (i) Freedom Heights
- (j) Other Radio Range Housing (TCN, etc)

3. A JTF Guantanamo Bay Emergency Shelter Point of Contact shall be identified in writing and will notify NAVBASE Guantanamo Bay Operations of such appointment by 15 April annually. The purpose of the POC is to establish procedures and identify destructive weather resistant shelter for all detainees.

4. Shelter Assignments. The following identifies shelters to which personnel residing in non-hurricane resistant are assigned.

a. Housing Area

- (1) Deer Point
- (2) Radio Point
- (3) Paola Point
- (4) Marine Site
- (5) Marina Point
- (6) Evans Point
- (7) Hibiscus Hollow
- (8) Tierra Kay

Bowling  
Alley/Mag  
(9) Radio Range

Shelter

BOQ

Youth Center Youth

Center Elementary

School Gym Elementary

School Gym Elementary

School Gym Gold Hill

Towers

High School Gym/Base Gym/

110/109/54/53 K-Span 2220/19/18

Hurricane Shelters

Encl (7)

# TECHNICAL EXHIBIT 8

## DESTRUCTIVE WEATHER PLAN

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NAVBASEGTMOINST 3440.4D

(10) Cp America  
(11) Detainees

Main Gym/Bowling Alley  
See JTF-160 Classified Inst

Note. In the event of a mass migration surge this housing is available with this capacity.

b. Migrant Population (As required)

(1) High School	1600
(2) Elementary School	1600
(3) Bowling Alley	1000
(4) Base Gym	1500
(5) Windjammer	1400
(6) Gold Hill Tower	1000
(7) AV600	All remaining up to 5,000

5. Shelter Warden will:

- a. Contact the HSC to resolve any outstanding problems.
- b. Report to assigned shelter (2hrs) prior to setting condition I to verify the shelter is ready and waiting for the arrival of assigned personnel. Ensure keys are in their possession.
- c. Muster assigned personnel upon setting of condition one.
- d. DO NOT allow personnel, into the shelter with any of the following items under any circumstances:
  - (1) Pets
  - (2) Alcoholic beverages of any kind
  - (3) Large toys
  - (4) Nonessential personal belongings
  - (5) Cooking utensils or equipment
- e. Prohibit smoking in all hurricane shelters. Personnel may go outside when conditions allow if authorized by shelter warren.
- f. Pass muster reports to the HSC.

g. Interview all families briefly upon the family entering the shelter, concerning special needs, security of personnel items, etc. Any special needs that are beyond the capabilities of the Shelter Warden shall be addressed to the HSC.

h. Maintain an updated copy of this instruction in their assigned shelters.

#### 6. Other Evacuations

a. All Government vehicles not required for storm preparation will be moved to PWD Maintenance Building N36 (Seapole Hangar).

b. All PWD response vehicles will be moved into Bldg 753

c. All Windward Fire Department Vehicles will be moved into Bldg 753 (McCalla Hangar), Leeward Fire Department Vehicles will be moved to Leeward Hangar.

d. MWR will utilize McCalla Hangar to store boats and MWR equipment.

e. JTF Guantanamo will utilize Downtown Lyceum Parking Lot for placement of vehicles.

# TECHNICAL EXHIBIT 8

## DESTRUCTIVE WEATHER PLAN

NAVBASEGTMOINST 3440.4D

### RELOCATION MEMORANDUM

Date: \_\_\_\_\_

From: \_\_\_\_\_  
To: Hurricane Shelter Coordinator, Naval Station Operations  
Subj: RELOCATION TO HURRICANE-PROOF HOUSING  
Ref: (a) COMNAVBASEGTMOINST 3440.4D

1. This is to inform you that my family and I will be relocating to hurricane-proof housing during hurricane exercises and any actual storms that may occur during the hurricane season. I understand that it is my responsibility to provide hurricane supplies for my family.

Address: \_\_\_\_\_

Dependents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. I certify that the family listed above has my permission to stay in hurricane-proof residence during hurricane exercises and any actual storms that may occur during hurricane season.

Name (Host) \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Host: \_\_\_\_\_

Signature \_\_\_\_\_

NAVBASE 3440/1 (3-02)

Copy To:  
Operations Officer  
Housing Dept. Head  
Requestor

# TECHNICAL EXHIBIT 8

## DESTRUCTIVE WEATHER PLAN

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NAVBASEGTMOINST 3440.4D

### HURRICANE BASKET GUIDELINES

#### Be prepared!!

Use this list as a guideline as you put together a set of items for your personal use in the event of a hurricane. Alter the list as necessary to meet your needs. This basket of items is important. Gather these items when hurricane season begins - 1 June. If you live in hurricane resistant housing, you'll want to have these items in your home - by the time a storm is predicted to hit GTMO, it may be too late for you to get them. If you live in non-resistant housing, you'll need to take this basket of items with you to your assigned shelter.

#### You've got to eat!

- Three-day supply of ready-to-eat food (non-perishables -- there may be no power to refrigerators and stoves/ovens)
- Three-day supply of drinking water
- Disposable plates, cups, napkins, knives, forks, spoons
- Manual can opener
- Cooler

#### We'll appreciate your personal hygiene

- Change of clothing
- Toiletries
- Moist towelettes or baby wipes
- Razor
- Toothbrush and toothpaste
- Towel and wash cloth

#### Storm supplies

- Blanket (shelter will provide cots)
- Portable radio (battery operated)
- Flashlight
- Extra batteries
- Wind-up alarm clock
- First aid kit

#### Don't forget

- Prescription medication
- Books, cards, games

Do NOT take the following items to a community hurricane shelter:

Pets	Valuables
Alcoholic beverages	Electronic devices

# TECHNICAL EXHIBIT 8

## DESTRUCTIVE WEATHER PLAN

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NAVBASEGTMOINST 3440.4D

### PET SHELTERS

1. Animals are not permitted in base emergency shelters. Therefore, base residents living in non-hurricane resistant housing must make arrangements for their pets in the event of a hurricane. The veterinary clinic does not have the facilities to care for the numerous pets on board. Three options are available:

a. The pets can remain in the non-hurricane resistant housing while the family relocates to the emergency shelter.

b. The family and pets can relocate to a hurricane resistant house assigned to another base resident with permission of housing and the resident.

c. The pets can be housed with an acquaintance in hurricane resistant housing.

2. Regardless of where a pet resides during a hurricane, arrangements for an animal requires prior planning. Even if the pet remains in the resident's own home with the family, a hurricane can be a frightening experience for the animal. Residents should make the following arrangements for pets that remain in family housing units:

a. Prepare an area in the house that is away from windows, such as a utility room or bathroom, for the pet.

b. Bring the pet inside. Never leave pets outside during a hurricane.

c. Leave only dry foods that are relatively unpalatable to prevent overeating.

d. Do not leave any vitamins or mineral supplements; overeating them could cause salt poisoning.

e. Leave water in bathtubs or other sturdy containers to prevent spillage. If the animal is on any special medication, consult the veterinarian for suggestions.

f. Separate pets. Animals who are usually friendly may become scared during stressful situations and fight each other.

g. Provide an area off the floor in case of flooding.



## TECHNICAL EXHIBIT 8

### DESTRUCTIVE WEATHER PLAN

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NAVBASEGTMOINST 3440.4D

3. Pet owners should prepare a hurricane basket with appropriate supplies for the pets. Whether the pets are taken: another resident's home, or remain with the family, they will require the following items

- a. Pet carrier (one per pet)
- b. Collar and leash for dogs
- c. Water for three days
- d. Food for three days - approximately five-pound bag
- e. Familiar toys
- f. Food and water bowls large and sturdy
- g. Cat litter - 20 pound bag
- h. Cat litter box
- i. Medications

NAVBASEGTMOINST 3440.4D

JUN 2003

U.S. NAVAL BASE, GUANTANAMO BAY NOTIFICATION ROSTER

DEPARTMENT	NUMBERS
PWD	4125
SUPPLY	4220
PORT SERVICES	4898/4560
OPS/AOPS	4366/4704/4601
MARINES	2554/3058/2114
AIR TERMINAL	6204
HOSP-TAL	72090
MWR	4360/4363/2345
FIRE	4222/4165
NEX	4119/4210
CHAPLAIN	2323
INTEL	4121/4210
HRO	4101/4430/4822
COMPTROLLER	4837
AmHN	4511/4709
ORDNANCE	4679/4847
FESC	4141
SAFETY	4526
CMD EVAL	4239
HIGH SCHOOL	3500/3781
ELEMENTARY	2207
HOUSING	4172/4174
DRMO	4184
ROICC	4162/4111 EXT. 211
DENTAL	4556/4554
EOD	1-888-831 5530
SJA	4454/4525
NLSO	4692/4277
NLMOD	4673 (24 hours)/4056
NCTAMSLANT	4871/4874
VET	2212/2101
FLEET IMAGING	4502/4520
BRIG	2288/2294
NBS	2351
NCIS	4140/4664
NAVY	3996/4145
RED CROSS	4676/5060
ISD	4616/5131
TROPICAL AV	4915/6450
JTF-GTMO	5074
SECURITY	4652
PSU 305	4245
METOC JAX	DSN 942-2535
SHELTER MAINE 1TNATOR	4456
MIGW	3012
IONS	3162/3163

# TECHNICAL EXHIBIT 8

## DESTRUCTIVE WEATHER PLAN

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NAVBASEGTMOINST 3440.4D

### SHELTER WARDEN CHECK LIST

#### CONDITION IV (72 HRS)

(1) INSPECT SHELTERS FOR MATERIAL READINESS (STRUCTURAL DAMAGE, RUNNING WATER, ELECTRICITY, ETC.

(2) CONTACT (SMC) AND PRIORITIZE AND OUTSTANDING TROUBLE CALLS, AND CORRECT ANY DISCREPANCIES.

#### CONDITION III (48 HRS)

(1) CALL ALL PERSONNEL ASSIGNED TO THEIR SHELTER AND ADVISE THEM OF CONDITION, SHELTER LOCATION, AND TO PREPARE HURRICANE BASKETS.

#### CONDITION II (24HRS)

(1) REPORT TO (HSC) TO RECEIVE HAND HELD RADIOS.

(2) BASE GYM AND SECURE ALL COOLERS AND POSITION IN SHELTERS PER EXPECTED CAPACITY.

#### CONDITION I (12 HRS)

(1) REPORT TO ASSIGNED SHELTER (2 HRS) PRIOR TO SET CONDITION I AND TAKE MUSTER OF ASSIGNED PERSONNEL.

Note: if discrepancies are found put in a work request to have it fixed.

**MAJOR CRISIS RESPONSE AND DISASTER PREPAREDNESS PLAN**

1. Crisis Response Program Planning and Coordination. The Fleet and Family Support Center Director is responsible for planning, coordinating and implementing a Crisis Response program at the FSC.
2. The Director prepares for such events as follows:
  - a. Ensures that staff members are trained on roles and responsibilities.
  - b. Maintains and updates team rosters and the FFSC recall bill as needed to be current (Attachment B).
  - c. Establishes teams for multiple shifts at planned crisis response sites in accordance with staff manning plan. (Attachment A).
  - d. Plans and conducts a Crisis Response exercise at least annually.
3. Naval Station Guantanamo Bay Crisis Response Command
  - a. A disaster resulting in mass casualties or other crisis event of significant proportions will be cause for activation of an Emergency Operations Center (EOC).
  - b. The Director, FFSC is assigned as a subject matter expert to the EOC and is additionally responsible for:
    - (1) Advising NAVSTA on how best to assist and direct community human services/personnel to support affected commands, victims and others involved in crisis.
    - (2) Activating the Family Assistance Center (FAC) and other crisis response activities as directed by command.
    - (3) Coordinating with other community agencies, Commander Navy Region Southeast (CNRSE) and CNI in reference to services offered and needed.

Enclosure (13)

## TECHNICAL EXHIBIT 8

### DESTRUCTIVE WEATHER PLAN

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9MNAVBASE.GTMOINST 3440.4D CH-1

(4) Developing and coordinating Inter-service Agreements with activities such as American Red Cross and Navy-Marine Corps Relief Society as needed.

(5) Briefing staff members on the nature of the crisis and the role FFSC will play.

c. A FFSC command Office will be established, prior to and in conjunction with FAC, to coordinate FFSC resources, provide administrative and technical support for Crisis Response activities, and to monitor increased workload requirements. The following actions will, at a minimum, be reviewed with staff:

(1) Advise staff as to what information may be released to the public as directed by the EOC and provide regular briefings to team members on the status of the crisis.

(2) Advertise the opening of the FAC and discontinuance of the FFSC until crisis is over per EOC and Command.

(3) Review incoming and outgoing message and faxes and evaluate logs and other record keeping to ensure proper documentation of FAC activities.

(4) Coordinate with other support agencies to augment staff.

(5) Respond to media requests after they have been approved by the Public Affairs Office and the Director, and ensure that team members who have been cleared to talk to the media are informed on what may be released.

(6) Relocation Assistance Services may be in great demand depending upon the nature of the crisis. Documentation of all supplies and equipment loaned or donated must be completed. Supplies of pocket folders and other local information will be maintained in sufficient quantities for a crisis.

(7) Administrative support, graphics, and automation support will be available as needed.

4. FFSC Reception Area. In the event of a crisis, the FFSC Reception area will become the FAC Reception Area and be expanded to handle an increased phone and walk-in activity. Reception will include three areas of responsibility: Phone coverage, greeting, and administrative support coordination. Crisis response supplies to support this function are listed in Attachment 3.

a. Phone staff will:

- (1) Receive and screen incoming phone calls.
- (2) Provide information and referral.
- (3) Transfer calls as appropriate.
- (4) Record contacts in the Crisis Response Log.

b. Greeters (volunteers) will:

- (1) Receive and screen walk-in clients.
- (2) Provide information and referral.
- (3) Record contacts in a Crisis Response Log.

c. The Admin Assistance will:

- (1) Provide phone staff and greeters with crisis response materials (see Attachment D), instructions for their use, and other training required.
- (2) Distribute situation updates to Reception staff as reports are made available.
- (3) Ensure that the lobby remains a secure, private environment for staff and clients. This includes requesting a security watch person in the lobby, when needed.
- (4) Coordinate the watch bill for this section.

## TECHNICAL EXHIBIT 8

### DESTRUCTIVE WEATHER PLAN

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COMNAVBASEGTMOINST 3440.4D CH-1

(5) Maintain a pass-down log to provide the oncoming coordinator an accurate turnover and record of activity and problems.

5. Family Assistance Center (FAC). In event of mass casualties or other situations in which large numbers of families might come/call the base to await news of loved ones, FFSC will reopen as the Family Assistance Center in Bldg. 2135 or other facility as designated by the Commanding Officer. The FAC will offer:

a. Grief and trauma counseling for personnel affected by the crisis.

b. Quiet areas where Casualty Assistant Calls Offices (CACO) can notify or meet with next of kin.

c. Temporary rest areas set up with cots, blankets, pillows, and chairs.

d. Temporary child-care area.

e. Services by other government and community agencies to include Navy-Marine Corps Relief Society, American Red Cross, Navy Legal Services, Personnel Support, and others as required.

f. Hot and cold beverage and snacks as provided by MWR or NEX.

g. The FAC will be staffed for at least two shifts of not more than eight hours each. A Team Leader will man each shift. Teams will be staffed to ensure that above responsibilities can be successfully carried out.

6. The Director will:

a. Coordinate set up of the FAC and report to the Command when the FAC is staffed and ready.

b. Provide direction and support to Base and community organizations arriving at the FAC to provide assistance,

c. Brief FFSC staff and volunteers reporting to the FAC for duty and keep workers informed about crisis.

d. Ensure good communication between the FAC and CRC by providing reports hourly or as directed.

e. Recommend alternatives in the event the FAC becomes overcrowded.

f. Ensure that incoming shift Team leaders are briefed at the beginning of each shift.

g. Coordinate disassembly of the FAC when it is no longer needed and conduct debriefs for staff.

7. Staff and Support Staff/Volunteers assigned to FAC will:

a. Greet and process families arriving at the FAC, providing them nametags and recording all arrivals and departures.

b. Assess the families' needs and escort them to the appropriate services.

c. Provide support counseling and crisis intervention (by counseling unit staff only) to individuals or groups in distress.

d. Report their activities and any problems to the Director or Team Leader.

8. FAC staff must be able to accommodate a variety of different scenarios on short notice. There may be informational meetings/briefings held where Command Representatives may speak to the waiting families. There may be other processes implemented to identify families of casualties in order to make notifications. FAC staff, especially counselors, must be flexible in support CACOs, SPRINT Team members, and Chaplains as they provide notifications and tend to the grief stricken.

9. No media will be allowed in or around the FAC.



## TECHNICAL EXHIBIT 8

### DESTRUCTIVE WEATHER PLAN

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COMNAVBASEGTMOINST 3440.4D CH-1

10. Logistical Support Unit. A Logistical Support Unit will be established to ensure that the FAC has equipment and support needed. The Logistical Support Unit will:

- a. Procure and assign portable phones/pagers and other communication equipment to the appropriate personnel.
- b. Ensure that FAC is properly organized and physically set up to respond to all contingencies.
- c. Coordinate and control use of FFSC vehicles.
- d. Ensure physical security at FAC sites.
- e. Manage transfer of materials, supplies and people and make pickups and deliveries as requested.

11. The FFSC Volunteer Coordinator will oversee all volunteer efforts during the crisis to include:

- a. Receiving and documenting offers from individuals wanting to help in the crisis.
- b. Assigning volunteers to the various teams based upon needs identified by team leaders.
- c. Coordinating with the Chairman of the Ombudsman Assembly for Ombudsman support.
- d. Ensuring all volunteers are thoroughly briefed before they assume their duties, and are debriefed at the conclusion of the crisis.
- e. Developing contingency plans to create jobs for people and groups volunteering to help after basic manpower requirements have been met.

12. Miscellaneous Responsibilities

- a. Donations. Food and other donations delivered to FAC will be logged in as being received and temporarily stored until